

Via Electronic Mail

April 24, 2020



Ms. Amy McHugh, Superintendent  
Town of Marblehead Water and Sewer Department  
100 Tower Way, Building #11  
P.O. Box 1108  
Marblehead, MA 01945

Re: Assignment of Work Under Consulting Engineering Services Agreement  
MS4 General Permit Year 2 – Compliance Support Services

Dear Ms. McHugh:

This letter is being sent to request the Town of Marblehead's (Town) written consent to assign a portion of the work to Horsley Witten Group as a subcontractor to Woodard & Curran, Inc. (Woodard & Curran) under Section VI of the Terms & Conditions of the previously executed Agreement for Engineering Services between the Town of Marblehead and Woodard & Curran, Inc. dated January 10, 2020.

Horsley Witten Group would support the work under Task 3: Stormwater Management Bylaw Review and Regulations Development to review and revise local regulations to be consistent with the MS4 General Permit. There are no proposed changes to the scope, schedule, or budget for the project. Horsley Witten Group is a consulting and engineering firm based in Sandwich, MA that specializes in the review of stormwater management design criteria and regulations, as well as the development and modification of guidance manuals and regulations. Woodard & Curran and Horsley Witten Group have worked together on similar stormwater projects for over 10 years and we believe that this Assignment of work will bring additional expertise to the Town.

We greatly appreciate this opportunity to provide these services to the Marblehead Water & Sewer Department to best support the Town's efforts to comply with the MS4 General Permit requirements. If you approve of this Assignment of work, please indicate your approval on the following page.

Please feel free to call either of us toll free at 866-702-6371 if you have any questions regarding this Assignment or require any further information.

Sincerely,

WOODARD & CURRAN, INC.

Handwritten signature of Carol A. Harris in cursive.

Carol A. Harris  
Vice President | Senior Client Manager

Handwritten signature of Zach Henderson in cursive.

Zach Henderson  
Technical Manager

CH/ZH/ams

cc: Rich Niles, Woodard & Curran

PN: 231562.02



**APPROVAL**

Please review this Request for Assignment under Section VI of the Terms & Conditions of the previously executed Agreement for Engineering Services between the Town of Marblehead and Woodard & Curran, Inc. dated January 10, 2020. There are no proposed changes to the scope, schedule or budget of the Agreement.

If the Assignment of work under Task 3 of our scope of work to Horsley Witten Group is acceptable to the Marblehead Water & Sewer Department, please return a signed copy of this approval to Carol Harris at the Andover office.

IN WITNESS THEREOF, Woodard & Curran, Inc., by its duly authorized Officer, and the Town of Marblehead, MA agree upon this Assignment as the date and year written below.

DATED at Marblehead, Massachusetts this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

WOODARD & CURRAN, INC.

TOWN OF MARBLEHEAD, MA

A handwritten signature in blue ink that reads "Carol A. Harris".

\_\_\_\_\_  
Carol A. Harris  
Vice President | Senior Client Manager

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